**WEEKLY LESSON PLAN BY SUBJECT**

Class: Bus Com

Textbook: None

Dates: 10/17-10/21

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|  | Tasks | Objectives | Instructional  Strategy | Standards |
| **Monday** | -Class Section 5.1 | Use external punctuation marks correctly in sentences.  Use commas correctly in sentences. | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test | **State-**  **BE 12.2.1 Communication** |
| **Tuesday** | -Class Section 5.1 | Use external punctuation marks correctly in sentences.  Use commas correctly in sentences. | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test | Students will understand the principles of oral and written communication. They will demonstrate competency by interacting effectively with people in the workplace and in society. |
| **Wednesday** | -Class Section 5.2 | Use internal punctuation marks correctly in sentences.  Use internal punctuation marks correctly in letters, dates, numbers, and time. | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test |  |
| **Thursday** | -Class Section 5.2 | Use internal punctuation marks correctly in sentences.  Use internal punctuation marks correctly in letters, dates, numbers, and time. | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test |  |
| **Friday** | -Class Section 5.3 | Use abbreviations correctly in documents.  Use correct capitalization in documents.  Express numbers correctly in sentences and other formats. | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test |  |